



Request for Applications

RFA # 001-DCDEE-2022



TITLE: Specialized Family Child Care Technical Assistance Program

FUNDING AGENCY: NC DHHS/Division of Child Development and Early Education (DCDEE)

ISSUE DATE: August 29, 2022

RECEIPT DEADLINE: Applications, subject to the following conditions, must be received no later than **5:00 pm, October 10, 2022.**

EMAIL an electronic PDF of your application to the NC Division of Child Development and Early Education via this email: DCDEE.Contracts.Unit.RFA@dhhs.nc.gov

The signature of an authorized official is required on the application face sheet. An electronic signature or an electronic scanned copy of the signed application face sheet will be accepted. **Only electronic application submissions via email will be accepted, i.e., do not mail, fax, or deliver copies of the application to DCDEE's physical or mailing address.**

INTENT TO APPLY: Eligible agencies and/or organizations interested in applying for this RFA are encouraged to notify DCDEE of their intent to apply via the following link, <https://www.surveymonkey.com/r/TQTQ3BB> no later than **5:00 pm, September 12, 2022.** Agencies are **not** required to notify of their intent to respond to this RFA; this information is requested to assist DCDEE in planning.

BIDDER'S CONFERENCE: DCDEE plans on hosting a Bidder's Conference for this RFA on **September 19, 2022, at 12:00 pm.** During this time an overview of the RFA will be presented along with an opportunity for Q&A. Click the link below to join the session: [Bidder's Conference via Teams](#)

DIRECT ALL INQUIRIES concerning this Request for Applications in writing to:
Theresa Roedersheimer, Senior Early Childhood Policy Advisor
Email address: DCDEE.Contracts.Unit.RFA@dhhs.nc.gov

IMPORTANT NOTE: Questions concerning the specifications, or any information contained within this Request for Applications must be received no later than **5:00 pm, September 12, 2022.** All questions must be received in writing, via email to: DCDEE.Contracts.Unit.RFA@dhhs.nc.gov. Responses to all questions received by the deadline will be posted on the Division of Child Development and Early Education website <https://ncchildcare.ncdhhs.gov/Whats-New> no later than **5:00 pm, September 20, 2022.**

ELIGIBILITY: This RFA is open to state agencies and universities, public and private nonprofit organizations with a current 501(c)(3) standing who can demonstrate their capacity to manage Federal/State grant funds and programs at an intensive level in collaboration with multiple partners through satisfactory audit reports; education, experience, and expertise of key personnel; and demonstrated support for the proposal from the applicant's organization. Applicants must have successfully managed state/community initiatives and have demonstrated substantial expertise in evidence-based practices in providing professional development and technical assistance. Applicants must also exhibit comprehensive knowledge of early childhood education (ECE) systems, and expertise in developmentally and culturally appropriate practices for young children. Extensive knowledge and expertise in providing intensive coaching and consultation to the child care workforce is also required. Lastly, applicants must demonstrate and provide examples of their capacity to provide services to diverse populations, collaborate with vested stakeholders, and work effectively with various state and local agencies. Preference will be given to applicants that have demonstrated ability to develop and execute equity focused projects and have incorporated a racial equity lens into their practices.

FUNDING AVAILABILITY: This RFA will be for a 2-year funding cycle (January 1, 2023 - December 31, 2024) with the option to renew for 1 additional year (January 1, 2025 - December 31, 2025). Approximately \$3,000,000 will be available to support the first 2-year funding cycle and \$2,000,000 will be available for the optional third funding year. One (1) award will be funded through this announcement.

DCDEE will determine the actual funding amount based on the proposed execution of the project and the utilization of funds as outlined in the successful applicant's proposal, pending funding availability.

Child Care Development Fund (CCDF) Funding Source:

1. Funding Type	Discretionary
2. Federal Award Identification Number (FAIN)	2101NCCDC6
3. Federal Award Date (see § 200.39 Federal award date)	04/14/2021
4. Total Amount of the Federal Award (Awarded to DCDEE)	\$502,777,789.00
5. Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA)	Child Care Development Fund - To make grants to States and Tribes to assist low-income families with child care and to: (1) Allow each State maximum flexibility in developing child care programs and policies that best suit the needs of children and parents within State; (2) promote parental choice to empower working parents to make their own decisions on the child care that best suits their family's needs; (3) encourage States to provide consumer education information to help parents make informed choices about child care; (4) assist

	States to provide child care to parents trying to achieve independence from public assistance; and (5) assist States in 3 implementing the health, safety, licensing, and registration standards established in State regulations.
6. Name of Federal awarding agency, pass-through entity, and contact information for awarding official	Federal DHHS Office Administration for Children and Families Christopher Felton Grants Management Officer Christopher.felton@acf.hhs.gov 617-565-2443 NC DHHS/DCDEE 333 Six Forks Road Raleigh, NC 27609
7. CFDA Number and Name; the pass-through entity must identify the dollar amount made available under each Federal award and the CFDA number at the time of disbursement	CFDA# 93.575 Child Care and Development Block Grant
8. Identification of whether the award is R&D	No

Federal Requirements on indirect cost rates and calculations according to 2 C.F.R. 200.414:

1. If your agency has or establishes a Federal Negotiated Indirect Cost Rate (FNIR), then the agency is not allowed to charge the “de minimis” rate of 10% (or some other amount) for indirect costs, as directed by 2 C.F.R. 200.414(f).
2. Agencies with an FNIR are required to charge their agreed upon rate for their indirect costs and include cost items as determined by the FNIR in their indirect costs.
4. Negotiation of indirect cost rates in excess of the “de minimis” rate of 10% are performed by the NC DHHS Office of the Controller, Cost Analysis and Administration section:

Cost Analysis/Federal Financial Reporting/Administration
DHHS Office of the Controller
NC Department of Health and Human Services
1050 Umstead Dr
Raleigh, NC 27699-2019
Phone: 919-855-3696

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I. INTRODUCTION

The North Carolina Department of Health and Human Services (NCDHHS) Division of Child Development and Early Education (DCDEE) was awarded American Rescue Plan (ARP) funding to stabilize the child care system in the wake of the COVID-19 pandemic. Under this grant, North Carolina has the opportunity to enhance support for family child care (FCC) programs, and to work on increasing the number of FCC providers throughout the state. The Division of Child Development and Early Education recognizes the critical connections between supported family child care programs and their ability to be successful in providing affordable, high-quality early care and education to children in their communities.

DCDEE is soliciting applications from either a single organization or from collaborating organizations to provide family child care technical assistance for North Carolina's family child care programs. The purpose of family child care technical assistance is to:

- retain and build FCC programs across the state, particularly in low access communities;
- build program quality through culturally and linguistically inclusive coaching, technical assistance, and professional development;
- increase the number of four- and five-star family child care programs in North Carolina; and
- provide policy and program recommendations related to FCC providers to DCDEE.

The purpose of this request for applications is to establish a statewide family child care technical assistance and professional development program with a focus on retaining existing FCC providers, increasing the availability of FCC providers to families across North Carolina, and increasing the star rating of FCC programs through technical assistance, coaching, mentoring, and professional development. The function of this program is to coordinate the work of culturally inclusive technical assistance practitioners that specialize in family child care across North Carolina. These practitioners will support FCC providers by providing services such as individualized coaching and mentoring, identification of resources and community outreach, peer-support, and both group and individualized professional development.

II. BACKGROUND

North Carolina prides itself on having a robust mixed delivery early care and education system focused on high-quality early care and learning regardless of program type or auspice. Family child care has historically been a key component of the mixed delivery early education system but has seen a significant decrease of programs since 2018. This decrease loosely mirrors national family child care trends and limits the available choices for families seeking early care and learning programs for their children. The National Center on Early Childhood Quality Assurance released a document in 2019 titled "[The Decreasing Number of Family Child Care Providers](#)" in which they state: "The drop in the number of FCC providers can be a hardship for families, especially parents who work nontraditional hours, live in rural communities, have infants and toddlers, or who do not speak English as their primary language. Low-income families and

vulnerable populations may be most affected by the lack of available family child care.” North Carolina is committed to families having a mixed delivery early care and learning system including equitable access to family child care providers.

In 2020, DCDEE commissioned a report to identify the needs of North Carolina’s family child care homes. In this report, practice-based coaching, technical assistance, and connection to resources were identified as key needs of the FCC community. Other key needs were related to business practices and shared services. There is an urgent need to support FCC programs as a key component of North Carolina’s early care and education system. This program will be a cornerstone in North Carolina’s effort to stabilize and rebuild the FCC community across the state.

III. SCOPE OF SERVICES

The successful applicant will propose a detailed plan, including a timeline and budget, to establish and manage a system of practice-based and culturally inclusive technical assistance, coaching, and mentoring to family child care homes across North Carolina and to provide relevant professional development to current and prospective FCC operators.

Establish and manage family child care technical assistant providers

Develop a plan to establish and manage a system of regional technical assistance and professional development services that will provide the supports described below. Plan must include the service delivery model and logic model.

Technical assistance (TA) providers will work in local communities and in partnership with other technical assistance programs and providers. A high level of communication, coordination, and support is needed to ensure FCC TA providers work effectively across the state. TA provider qualifications shall include, but not be limited to:

- Minimum of a bachelor’s degree in early childhood education or related field and experience working with children ages birth to five
- Knowledge of mixed age setting best practices
- Effective communication techniques working with adults

Procedures for consistent service delivery and program fidelity need to be created and evaluated on an ongoing basis.

The plan shall also include a core message to demonstrate how the FCC TA providers are unique with unique benefits, communicating its critical role in both complimenting and enhancing other services available in the community. Lastly, the successful applicant will also address the incorporation of principles of effective messaging, including cultural and linguistic responsiveness, into all materials.

Family child care technical assistance shall provide three levels of intervention designed to strengthen the capacity of family child care programs to deliver culturally inclusive high-quality services:

- **Level 1:** Individualized Technical Assistance – provide onsite/virtual individualized practice-based technical assistance to family child care providers. The scope and sequence of the technical assistance should be developed in partnership with the FCC provider, should include connecting FCC providers to relevant resources, and should align with existing community resources. These provisions shall align with the practiced-based coaching principles and practices described by the [Head Start Early Childhood Learning & Knowledge Center](#). The coaching topics shall be built upon NAEYC’s [Professional Standards and Competencies for Early Childhood Educators](#). Tools used shall help move teachers to a higher standard of culturally inclusive care. Suggested tools include, but are not limited to the following: [Classroom Assessment Scoring System](#), [National Association for Family Child Care Program Accreditation](#), [Family Child Care Environmental Rating Scale, Revised Edition](#); [Developmental monitoring](#)¹, screening tools such as the [Ages & Stages Questionnaires](#) and the [Milestones](#) resources from the Centers for Disease Control and Prevention, as well as approved curriculums.

Technical Assistance Participant Minimum Target: 200 family child care providers per year

- **Level 2:** Provider Mentorship – develop mentoring programs for family child care providers. Provisions shall include pairing new or less experienced FCC providers with experienced providers (peer mentoring), leading statewide learning, support, and collaboration groups for FCC programs, and providing self-coaching opportunities.

Mentoring Participant Minimum Target: 50 peer mentorships per year

- **Level 3:** Family Child Care Program Start-up TA – in partnership with child care licensing, work with prospective FCC providers on plans to build program quality, access community resources, and meet or exceed three-star requirements.

Start-up TA Minimum Target: 25 family child care programs per year

Outreach Activities

The successful applicant will devise a plan to conduct outreach activities to inform stakeholders of the specialized family child care technical assistance program by:

¹ <https://www.cdc.gov/ncbddd/childdevelopment/screening.html>

1. Coordinating with programs that support the child care workforce such as local Smart Start agencies, Child Care Resource and Referral agencies, universities, community colleges, and advocacy organizations.
2. Establishing a web-based presence for the program.
3. Incorporating the use of translators to support participants with limited English proficiency, including print materials.

Performance Monitoring/Evaluation System

Develop a plan to establish performance monitoring at multiple levels of operations, from programmatic to participant levels, and regularly reported, evaluated, and used performance information for continuous quality enhancement by:

1. Creating a logic model with clear linkages to performance measures that guides the program's resources, activities, and intended outcomes.
2. Describing the diversity of population that will be served.
3. Establishing a basic manual for service delivery that includes standard operating procedures to ensure consistent delivery across a wide geographic area.
4. Developing measures and a plan for fidelity of program delivery.
5. Defining data and data collection methods with clear linkages to performance standard outcomes.
6. Determining a system of monitoring the program's performance to gauge the effectiveness in meeting program outcomes.
7. Identifying standardized and culturally sensitive/equity-informed assessment tools in the program's performance monitoring that are appropriate and relevant to the target area(s) to be measured.
8. Identifying a process for using data to identify the program's strengths and needs.

Expected Outcomes

Early Childhood Systems Level Outcomes

1. Increased family child care quality across the state.
2. Increase TA and professional development opportunities specifically designed for family child care.
3. Identify family child care strengths, needs, and barriers to long term success.

Workforce Level Outcomes

1. Increased provider knowledge about mixed-age best practices.
2. Improved teacher-child relationships.

Timeline

Project Planning	January 1, 2023 – December 31, 2024
Project Implementation	January 1, 2024 – December 31, 2025
Evaluation/Reports	<ul style="list-style-type: none">• Conduct quarterly programmatic update meetings with DCDEE staff• Complete quarterly reports to be submitted to the contract administrator• Conduct an Annual Program Evaluation by January 31, 2024, and 2025
Final Report	Summarize overall effect of the intervention including an analysis of the expected program outcomes due January 31, 2026

IV. ADDITIONAL REQUIREMENTS

- 1. Reports** – Provide data as requested by DCDEE to meet federal reporting requirements. This includes submitting monthly, quarterly, and annual reporting by the deadlines provided by DCDEE.
- 2. Annual Reporting** – Assess barriers of program implementation and participation. Create an annual action plan to address barriers and increase outreach efforts and to provide recommendations to DCDEE for program and policy changes to improve the conditions for FCC providers in North Carolina.
- 3. Feedback** – Providing feedback at least monthly to DCDEE is required throughout the duration of the grant to contribute to continuous quality improvement (CQI) and monitor ongoing processes and the progress towards the goals and objectives of the project.

V. APPLICANT QUALIFICATIONS AND CAPACITY

Applicants must have successfully managed state/community initiatives and have demonstrated substantial expertise in evidence-based practices in providing professional development and technical assistance. Applicants must also exhibit comprehensive knowledge of ECE systems and expertise in developmentally and culturally appropriate practices for young children. Extensive knowledge and expertise in providing intensive coaching and consultation to the child care workforce is also required.

Applicants must demonstrate their capacity to manage Federal/State grant funds and programs at an intensive level in collaboration with multiple partners through satisfactory audit reports; education, experience, and expertise of key personnel; and demonstrated support for the proposal from the applicant's organization.

Lastly, applicants must demonstrate and provide examples of their capacity to provide services to diverse populations, collaborate with vested stakeholders, and work effectively with various state and local agencies.

Preference will be given to applicants that have demonstrated ability to develop and execute equity focused projects and have incorporated a racial equity lens into their practices.

VI. LINE-ITEM BUDGET & NARRATIVE

The applicant will submit two line-item budgets: one for the work the applicant anticipates completing during the period of January 1, 2023 - December 31, 2024, and one for the period of January 1, 2025 - December 31, 2025. The budgets must address the cost to complete deliverables outlined in this RFA. A narrative justification must be included for every expense listed in the budgets. Each justification should show how the amount on the line-item budget was calculated, and it should be clear how the expense relates to the project's activities. The total budgets may not exceed \$3,000,000 for the first 2 funding years, and \$2,000,000 for the optional third funding year.

Travel Reimbursement Rates

Mileage reimbursement rates must be based on rates determined by the North Carolina Office of State Budget and Management (OSBM). Because mileage rates fluctuate with the price of fuel, the OSBM will release the "Change in IRS Mileage Rate" memorandum to be found on OSBM's website when there is a change in this rate.

For other travel related expenses, please refer to the current rates for travel and lodging reimbursement presented in the chart below. However, please be advised that reimbursement rates periodically change. DCDEE will only reimburse for rates authorized in OSBM's North Carolina Budget Manual or adopted by means of an OSBM Budget Memo.

Current Rates for Travel and Lodging

Meals	Rate
Breakfast	\$13.00
Lunch	\$14.00
Dinner	\$23.00
Lodging (<i>Maximum rate per person, excludes taxes and fees</i>)	\$96.00
Total Travel Allowance Per Day	\$146.00
Mileage	\$0.625 per mile

VII. APPLICATION CONTENT & FORMAT

The submitted electronic application must be formatted to print on 8.5 x 11-inch paper with margins of 1 inch, except for the spreadsheets used in the budget template. Line spacing should be single-spaced. Use Calibri or Times New Roman font **only** no smaller than an 11-point font. All proposals must include the following (** indicates form included in RFA posting*).

- 1) **Application Checklist***: Summarizes the application components to be submitted.
- 2) **Application Face Sheet***: Requires electronic or scanned signature of authorized authority.
- 3) **Proposal Summary**: Provides a brief (3-5 paragraphs) description of the activities the applicant proposes to implement.
- 4) **Introduction to the Applicant Organization/Applicant Qualifications**: Provides a 1–3-page introduction to the applicant’s organization, including:
 - a. The organization’s mission, history, and goals.
 - b. Qualifications, experience, and expertise of key personnel to be assigned to this initiative including up to three work samples: and
 - c. The organization’s experience in the content area specified in the application.
- 5) **Proposal Design, Timeline & Strategies**: Provide a 5–7-page narrative describing the proposed project design and the activities/tasks as described in Section III that will be accomplished with the available resources. Include as part of the scope of services the major tasks, deliverables, and anticipated dates of completion. Identify the key personnel responsible for each task, by position.
- 6) **Collaborative Partners or Subcontractors**: Provide a 1–3-page narrative describing any collaborative partners or subcontractors you plan to work with in the development of a feasibility and cost study. Include partner or subcontractor name, address, and nonprofit or for-profit status. Explain the contributions each partner or subcontractor will make toward this project, including resources. Attach copies of support letters from collaborative partners or subcontractors, if applicable. Requested attachments will not count toward the applicant’s page limitations.
- 7) **Line-Item Budget*, Detailed Budget Narrative, and FTE Sheet***: Complete and submit two proposed line-item budgets according to the format provided with this RFA. The budgets shall reflect the funding needed for the periods of January 1, 2023 - December 31, 2024, and January 1, 2025 - December 31, 2025, and not to exceed \$3,000,000 for the first two funding years, and \$2,000,000 for the optional third funding year. Also complete a proposed budget narrative that explains in detail all line items in the budget worksheet in accordance with the “DCDEE Line-Item Budget & Narrative Instructions.” The FTE worksheet is also required as part of this RFA. Please complete the FTE sheet first so that the line-item budget will populate Salary/Fringe values in Column C.

VIII. SELECTION PROCESS

The following is a general description of the process that will be used for selecting applications for funding for this initiative.

A selection committee chosen by DCDEE will review each application submitted. Upon review of each application the selection committee will assign a numerical rating based on the following:

1. **Proposal Summary** (Maximum of **10** points):
Response must reflect the applicants' understanding of and responsiveness to the Scope of Services described in Section III.
2. **Leadership Capacity** (Maximum of **20** points):
Response must reflect the applicant has the leadership capacity to effectively manage the proposed activity. The applicant must also demonstrate their capacity to provide intensive coaching and consultation to the child care workforce is also required.

Qualifications of key personnel must meet the applicant qualifications and capacity described in Section IV. Application includes a description of the key persons who will lead the initiative, including names, agency titles and the activities for which each person will be responsible. Collaborative partners or subcontractors, if used, should be qualified, and have the capacity to provide the services specified. The narrative must include the name of any proposed subcontractors, the organization affiliation, any links to sites which might verify the subcontractor's expertise or capacity to provide the selected services and the activities for which the sub-contractor will be responsible. If a subcontractor will be identified during the planning process, the applicant must provide a detailed plan of their process to obtain one and the qualifications you will be seeking.

3. **Commitment to Diversity, Inclusion and Equity:** (Maximum of **10** points):
Recognizing child outcomes vary disproportionately across race, ethnicity, socioeconomic status, physical and developmental ability, and geography, the proposal must clearly demonstrate the applicant's ability to design and implement culturally responsive programming. The services provided by this contract (as well evidence of past work) shall include a focus of employing a diversity, equity and inclusion framework in project development and execution – to ensure the program that is developed is representative of and responsive to diverse identities of North Carolina families.
4. **Initiative Design, Timeline & Strategies** (Maximum of **30** points): Response must reflect an innovative design and methodology that will result in increased supports for the early care and education workforce and infrastructure as described in Section III. Timeline should be complete, logical, and realistic for the tasks proposed.
5. **Evaluation Plan:** (Maximum of **15** points):
Plan must reflect appropriate strategies for regularly assessing the achievement of interim and final outputs and outcomes for the project. A logic model is required. Applicant must also show evidence of the ability to anticipate and adjust for challenges that may arise throughout the evaluation process. Lastly, the applicant must identify program evaluation partners and how you plan to engage them during the planning phase. The partners can be anyone who

will support program evaluation planning and implementation. They may be individuals or organizations with research and evaluation expertise, evaluation design, analysis and/or reporting; stakeholders with a vested interest in the proposed activity, such as advocacy organizations or families.

6. **Line-Item Budget*, Detailed Budget Narrative and FTE Sheet***: (Maximum of 15 points):
Budget must reflect efficient and effective use of financial resources. The proposal must not exceed the total budget allotted and must follow all stipulations included in the budget worksheet and narrative instructions. The plan must provide a clear and reasonable justification for all proposed expenditures. If funding will be used for conference presentations, include the proposed conferences and the amount of funding which will be needed for those conferences.

Points can be added or reduced in any section for overall proper grammar usage and organization of the proposal.

Maximum Points: 100

Any attachments must further demonstrate the applicant's capacity to fulfill the requirements of this initiative as described. The selection committee will submit recommendations to the Division of Child Development and Early Education based on the selection process described. The Division will make a final selection and notify all applicants of that selection in writing **no later than 5:00pm on November 10, 2022.**

IX. APPLICATION PROCUREMENT PROCESS

1. Written questions concerning the RFA specifications will be received until the date specified on the cover sheet of this RFA. A summary of all questions and answers will be posted to DCDEE's website (<http://ncchildcare.nc.gov/>) by **September 20, 2022.**
2. **An electronic submission** of the application must be received from each agency or organization. The submission must include an application face sheet with an electronic or scanned signature by an official authorized to bind the agency or organization in a legal contract.
3. All applications must be received by DCDEE via email not later than the date and time specified on the cover sheet of the RFA. **Paper copies or faxed applications will not be accepted.**
4. The date and time of application receipt will be documented by the date and time shown on the email submission received via DCDEE.Contracts.Unit.RFA@dhhs.nc.gov. Budgets and budget narratives are to be included as part of the application submitted.
5. At their option, the RFA evaluation team may request additional information from any or

all applicants for clarification or to support the materials presented in any part of the application. However, agencies and organizations are cautioned that the evaluation team is not required to request clarification; therefore, all applications should be complete and reflect the most favorable terms available from the agency or organization.

6. Applications will be evaluated according to completeness, content, and applicant's documented experience with similar projects, apparent ability of the agencies or organization's staff and cost. The award of a grant to one agency and organization does not mean that the other applications lacked merit but that, all facts considered, the selected application was deemed to provide the best service to the State.
7. Agencies and organizations are cautioned that this is a request for applications, and the funding agency reserves the unqualified right to reject any and all applications when such rejections are deemed to be in the best interest of the funding agency.
8. **Application Process Summary Dates**
 - 08/29/2022: Request for Applications issued
 - 09/12/2022: Interested applicants submit optional Notice of Intent no later than 5pm
 - 09/12/2022: All questions due via email no later than 5pm
 - 09/19/2022: [Bidder's Conference 12:00pm - 1:00pm](#)
 - 09/20/2022: Answers to questions posted to the DCDEE website no later than 5pm
 - 10/10/2022: Applications must be received via email no later than 5pm
 - 11/10/2022: Successful applicant will be notified
 - 01/01/2023: Estimated contract start date

X. GENERAL INFORMATION ON SUBMITTING APPLICATIONS

1. **Award or Rejection**

All complete and timely submitted applications will be evaluated and awards will be made to that agencies or organizations whose combination of budget and service capabilities are deemed to be in the best interest of the funding agency. The funding agency reserves the unqualified right to reject any or all offers if determined to be in its best interest. The successful applicant will be notified by **November 10, 2022**.
2. **Cost of Application Preparation**

Any cost incurred by an agency or organization in preparing or submitting an application is the agency or organization's sole responsibility; the funding agency will not reimburse any agency or organization for any pre-award costs incurred.
3. **Elaborate Applications**

Elaborate applications in the form of brochures or other presentations beyond what is necessary to present a complete and effective application are not desired.

4. Oral Explanations

The funding agency will not be bound by oral explanations or instructions given at any time during the competitive process or after awarding the grant.

5. Reference to Other Data

Only information that is received in response to this RFA will be evaluated; reference to information previously submitted will not be considered.

6. Titles

Titles and headings in this RFA are for convenience only and shall have no binding force or effect.

7. Form of Application

Each application must be submitted utilizing the forms provided by DCDEE, and upon award, these forms will be incorporated into the funding agency's Performance Agreement (contract).

8. Exceptions

All applications are subject to the terms and conditions outlined herein. All responses will be controlled by such terms and conditions. The attachment of other terms and conditions by any agency or organization may be grounds for rejection of that agency or organization's application.

9. Advertising

In submitting its application, agencies and organizations agree not to use the results of the selection process as part of any news release or commercial advertising without prior written approval of DCDEE.

10. Right to Submitted Material

All responses, inquiries, or correspondence relating to or in reference to the RFA, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the agency or organization will become the property of the funding agency when received.

11. Competitive Offer

Pursuant to the provision of N.C.G.S. 143-54, and under penalty of perjury, the signer of any application submitted in response to this RFA thereby certifies that this application has not been arrived at collusively or otherwise in violation of either Federal or North Carolina antitrust laws.

12. Agency and Organization's Representative

Each agency or organization shall submit with its application the name, address, and telephone number of the person(s) with authority to bind the agency or organization and answer questions regarding the application.

13. Subcontracting

Agencies and organizations may propose to subcontract portions of work provided that their applications clearly indicate the scope of the work to be subcontracted, and to whom.

14. Proprietary Information

Trade secrets or similar proprietary data which the agency or organization does not wish disclosed to other than personnel involved in the evaluation will be kept confidential to the extent permitted by NCAC TO1: 05B.1501 and G.S. 132-1.3 if identified as follows: Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL." Any section of the application that is to remain confidential shall also be so marked in boldface on the title page of that section.

15. Participation Encouraged

Pursuant to Article 3 and 3C, Chapter 143 of the North Carolina General Statutes and Executive Order No. 77, the funding agency invites and encourages participation in this RFA by businesses owned by minorities, women and the disabled including utilization as subcontractor(s) to perform functions under this Request for Applications.

16. Gifts Ban

N.C.G.S. 133-32 and Executive Order 24 prohibit the offer to or acceptance by any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response to this request, agencies and organizations attest, for the entire organization and its employees or agents, that no such gift has been offered, accepted, or promised by any employees of the organization.

17. Contract/Funds Disbursement

DCDEE will issue a contract to the recipients of the grant that will include their application. Expenditures may begin upon receipt of a fully executed contract and not before that point. To receive compensation, following contract submission and agreement, the selected applicants must submit a monthly reimbursement request to the Division for all expenses incurred.

18. Audit

Please be advised that successful applicants may be required to have an audit in accordance with N.C.G.S. 143C-6-22 and N.C.G.S. 143C-6-23 as applicable to the agency's status.

There are 3 reporting levels which are determined by the total direct grant receipts from all State agencies in the entity's fiscal year:

Level 1: Less than \$25,000

Level 2: At least \$25,000 but less than \$500,000

Level 3: \$500,000 or more. Level 3 grantees are required to submit a "Yellow Book" audit done by a CPA.

Only Level 3 grantees may include audit expenses on the budget. Audit expenses should be prorated based on the ratio of the grant to the total pass-through funds received by the entity.

19. Additional Documentation to Include with Application

All applicants are required to include documentation of their tax identification number. Those applicants which are private nonprofit agencies are to include a copy of an IRS determination letter regarding the agency's 501(c)(3) tax-exempt status. (This letter normally includes the agency's tax identification number, so it would also satisfy that documentation requirement.)

20. Federal Certifications

Agencies or organizations receiving federal funds are required to execute Federal certifications regarding non-discrimination, Drug-Free Workplace, Environmental Tobacco Smoke, Debarment, Lobbying, and Lobbying Activities.

21. System for Award Management Database (SAM)

All grantees receiving federal funds must be actively registered in the federal government's System for Award Management (SAM) database or be willing to complete the registration process in conjunction with the award (see www.sam.gov). To maintain an active SAM record, the record must be updated no less than annually.

22. Additional Documentation Prior to Contract Execution

Contracts will require additional documentation prior to contract execution. After the award announcement, agencies will be contacted about providing the following documentation:

- a. A completed and signed letter from the agency's Board President/Chairperson identifying individuals authorized to sign contracts.
- b. A completed and signed letter from the agency's Board President/Chairperson identifying individuals authorized to sign expenditure reports.
- c. Documentation of the agency's UEI number. Documentation consists of a copy of your agency or organization's SAM record. To register for a UEI number please follow the instructions on the www.SAM.gov website.
- d. Contracts with private non-profit agencies require additional documentation prior to contract execution. After the award announcement, private non-profit agencies will be contacted about providing the following documentation:
 - i. A completed, signed, and notarized statement which includes the agency's Conflict of Interest Policy.

- ii. A completed, signed, and notarized page certifying that the agency has no overdue tax debts.
- e. All grantees receiving funds through the State of North Carolina are required to execute Contractor Certifications Required by North Carolina Law. Contractor Certifications should **NOT** be generated, signed or returned with application.

Note: At the start of each calendar year, all agencies with current DCDEE contracts are required to update their contract documentation. These agencies will be contacted a few weeks prior to the due date and will be provided the necessary forms and instructions.

23. Registration with Secretary of State

Private non-profit applicants must also be registered with the North Carolina Secretary of State to do business in North Carolina or be willing to complete the registration process in conjunction with the execution of the contract documents. (See www.secretary.state.nc.us/corporations.)

24. Federal Funding Accountability and Transparency Act (FFATA) Data Reporting Requirement

The Contractor shall complete and submit to the Division, the Federal Funding Accountability and Transparency Act (FFATA) Data Reporting Requirement form within 10 State Business Days when awarded \$25,000 or more in federal funds.

XI. APPLICATION CHECKLIST

The following items must be included in the application. Please assemble the application in the following order in the format identified in Section VII on page 11:

- ☐ Application Checklist – Item 1
- ☐ Application Face Sheet – Item 2
- ☐ Proposal Summary/Design/Evaluation Plan – Item 3
- ☐ List of Subcontractors – Item 4
- ☐ Line-Item Budget & FTE Worksheet – Item 5
- ☐ Indirect Cost Rate Approval Letter (if applicable)
- ☐ Letters of Commitment or Statements of Support – Item 6
- ☐ IRS Tax Status Documentation – Item 7
 - a. IRS letter documenting your organization’s tax identification number
 - OR
 - b. IRS determination letter regarding your organization’s 501(c)(3) tax exempt status for private nonprofits